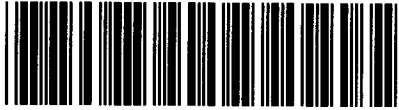


Control Number: 30240



Item Number: 2195

Addendum StartPage: 0



2013 DEC 23 AM 9:20
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PUC
1701 N. Congress
P.O. Box 13326
Austin, TX 78711

Re: Workforce Diversity Project # 30240; FCC Form 395

Dear Sir/Madam:

This letter is to inform you of the method in which we choose HUB's.

We are in a rural area and if a HUB is available, we purchase from them. However, we do not have the luxury of a big city where there are many companies in which to choose from.

To determine if a vendor is a HUB, we send them a form to fill out and submit to us upon acquiring them as a vendor.

Thank you,
Chelsea Zainea
Accounting Manager
Peoples Telephone Coop., Inc.

WORKFORCE AND SUPPLIER DIVERSITY FORM **WORKFORCE DIVERSITY**

NUMBER OF TEXAS FULL-TIME EMPLOYEES FOR REPORTING YEAR														
Occupational Categories	Combined Total	Company Totals		Caucasian		African American		Hispanic		Asian		American Indian		
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Officials and Managers	12	8	4	8	4	0	0	0	0	0	0	0	0	
Professionals	6	0	6	0	5	0	1	0	0	0	0	0	0	
Technicians	16	16	0	15	0	0	0	1	0	0	0	0	0	
Sales Workers	4	1	3	1	3	0	0	0	0	0	0	0	0	
Office and Clerical	3	0	3	0	3	0	0	0	0	0	0	0	0	
Craft Workers (Skilled)	4	4	0	3	0	0	0	0	0	0	0	1	0	
Operatives (Semi-skilled)	10	10	0	10	0	0	0	0	0	0	0	0	0	
Laborers (Unskilled)	3	3	0	2	0	0	0	1	0	0	0	0	0	
Service Workers	23	2	21	2	19	0	0	0	2	0	0	0	0	
Previous Year Totals	71	40	31	38	28	0	2	1	1	0	0	1	0	
	81	44	37	41	34	0	1	2	2	0	0	1	0	

NOTE: Double-click on embedded Excel chart to open. Click on a cell or use arrow keys to select an occupational category and ethnic group to update workforce diversity numbers. Do not enter information in Combined Total and Company Totals columns or the This Year Totals row as these will update automatically. Cells left blank will be counted as zero. Click anywhere outside of chart to exit.

WORKFORCE AND SUPPLIER DIVERSITY FORM **HUB/SMALL BUSINESS PROCUREMENT AS A PERCENTAGE OF TOTAL COMPANY PROCUREMENT**

Construction Contracts (3)		0.0000%	0.0000%	%
Commodities Contracts (4)		2.7400%	2.9800%	8.76%
Other Services (5)		6.2400%	3.4100%	-45.35%
Professional Services Contracts (6)		1.3700%	1.5400%	12.41%
Major Equipment (7)		0.0000%	0.0000%	%
Other (8)		2.5900%	0.1500%	-94.21%

(1) **HUB** -- Pursuant to Texas Government Code § 481.191(4), HUB means: (A) a corporation formed for the purpose of making a profit in which at least 51 percent of all classes of the shares of stock or other equitable securities is owned by one or more persons who are members of certain groups, including black Americans, Hispanic Americans, women, Asian Pacific Americans, and American Indians; (B) a sole proprietorship formed for the purpose of making a profit that is 100 percent owned, operated, and controlled by a person described by Paragraph (A) of this subdivision; (C) a partnership formed for the purpose of making a profit in which 51 percent of the assets and interest in the partnership is owned by one or more persons described by Paragraph (A) of this subdivision. Those persons must have proportionate interest and demonstrate active participation in the control, operation, and management of the partnership's affairs; or (D) a joint venture in which each entity in the joint venture is a historically underutilized business under this subdivision.

(2) **Small Business** -- Pursuant to Texas Government Code § 481.191(6), Small Business means a corporation, partnership, sole proprietorship, or other legal entity that: (A) is domiciled in this state; (B) is formed to make a profit; (C) is independently owned and operated; and (D) employs fewer than 100 full-time employees.

(3) **Construction** -- Construction done by general contractors and special trade contractors which includes new work, additions, alterations, reconstruction, installations, repairs, remodeling, renovating, and repair of office buildings. Heavy construction other than buildings such as pipelines, communication and power lines, sewer and water mains, asphalt and concrete construction of roads, trenching, cable laying, conduit construction, land clearing and leveling.

(4) **Commodities** -- All materials, goods or tangibles purchased to conduct business, not including fuel or purchased power contracts and major equipment purchases and rentals.

(5) **Others Services** -- All specialty work, special circumstances that required contract labor, special consultants or other non-defined services. Examples include audio/visual, staffing services, landscaping, forestry, tree trimming, art and decorative services, janitorial, travel/lodging, automotive repair, and photography.

(6) **Professional Services** -- Contracted professional services which include legal, consulting, health, engineering, accounting, advertising/marketing, architectural, real estate, computer services, research and analysis, education/training, insurance, surveying services, weather services, environmental, financial, etc.

(7) **Major Equipment** -- Includes all major equipment purchases and rentals including but not limited to transmission and distribution equipment, power plant equipment, substation equipment, heavy construction equipment, fleet requirements, etc.

(8) **Other** -- Any commodity or service not covered by the above categories.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

- (1) Describe the specific initiatives, programs, and activities undertaken under the plan during the preceding year:**

Please see attached cover letter.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

- (2) Make an assessment of the success of each of the specific initiatives, programs, and activities listed above:**

Please see attached cover letter.

- (3) Describe the initiatives, programs, and activities the utility will pursue during the next year to increase the diversity of its workforce and contracting opportunities for small and historically underutilized businesses:**

Please see attached cover letter.

**WORKFORCE AND SUPPLIER DIVERSITY FORM
COMPANY INITIATIVES**

(4) State the specific progress made under the plan filed by the utility:

Please see attached cover letter.

COMMON CARRIER ANNUAL EMPLOYMENT REPORT

[Please read instructions before completing and for Notice regarding public burden.]

SECTION I - General Information

1. Name and Mailing Address of Respondent

Peoples Telephone Cooperative, Inc.
PO Box 228
Quitman, Texas 75783

☐ Check here if this
is a change of
address

2 Year Report Filed

2013

3 Reporting Period (Ending Date of Pay
Period Covered by Report)

01/01/2013 - 12/31/2013

4. Number of Full-Time Employees during Selected
Reporting Period (check one):

a. ☐ Fewer than 16 (complete Sections I, IV, and V only)
b. ☒ 16 or more (complete all sections)

SECTION II - Full-Time Employees.

SECTION II - Full-time Employees.																
Job Categories		Number of Employees (Report employees in only one category)														
		Race/Ethnicity														
		Hispanic or Latino		Male						Not-Hispanic or Latino						Total Columns A - N
Male	Female			White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	
		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Executive/Senior Level Officials and Managers		1.1		2												2
First/Mid-Level Officials and Managers		1.2		6						4						10
Professionals		2								5	1					6
Technicians		3	1													16
Sales Workers		4		1						3						4
Administrative Support Workers		5								3						3
Craft Workers		6		3				1								4
Operatives		7		10												10
Laborers and Helpers		8	1	2												3
Service Workers		9		2						19						23
TOTAL		10	2	41	0	0	0	1	0	34	1	0	0	0	0	81
PREVIOUS YEAR TOTAL		11														0

SECTION III - Part-Time Employees.

Job Categories		Number of Employees (Report employees in only one category)													Total Columns A - N
		Race/Ethnicity													
		Hispanic or Latino		Not-Hispanic or Latino						Female					
		Male	Female	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	Two or more races	White	Black or African American	Native Hawaiian or Other Pacific Islander	Asian	American Indian or Alaska Native	
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Executive/Senior Level Officials and Managers	1.1														0
First/Mid-Level Officials and Managers	1.2														0
Professionals	2														0
Technicians	3														0
Sales Workers	4														0
Administrative Support Workers	5														0
Craft Workers	6														0
Operatives	7														0
Laborers and Helpers	8			1						1					2
Service Workers	9														0
TOTAL	10	0	0	1	0	0	0	0	0	1	0	0	0	0	1
PREVIOUS YEAR TOTAL	11														0

SECTION IV - Report of Discrimination Complaints Pursuant to 47 CFR 22.321, 23.55, 90.168, 101.4, and 101.311.

☒ This is to advise the Commission that no complaints regarding violations of the equal employment provisions of Federal, state, territorial, or local statutes have been filed against this company before any body having competent jurisdiction in such matters during the calendar year covered by this report.

☐ This is to advise the Commission that the following complaints alleging violations of the provisions of any equal employment opportunity statute have been filed against this company. (Attach a list indicating parties involved, date filed, courts or agencies before which the matter has been heard, file number or other designation, and current status or disposition.)

SECTION V - Certification

I certify that to the best of my knowledge, information, and belief, all statements in this report are true and correct.

Date	12/16/2013	Typed or Printed Name of Person Signing	Signature	Telephone No.
		Therese Wilson		(903) 763-2214
Title of Person Signing	Human Resources Generalist			

WILLFULLY FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (18 U.S.C. 1001) AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (47 U.S.C. 312 (A)(1) AND/OR FORFEITURE (47 U.S.C. 503).

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